**Peipei Wu**

850 Atlantic street, Bridgeport, CT, 06604 Email: ppw.0405@gmail.com  Tel:  203-892-4093

**Objective**

To obtain a Full-time / Part-time position in Finance or Business industry

**Skills & Expertise**

Excellent time management skills and ability to multi-task and prioritize work

Excellent communication, writing, speaking, phone and listening skills

Attention to detail and problem solving skills

Strong organizational and planning skills

Self-motivated, quick thinking and fast learner

Proficiency in MS Office

Muti-skills in Market Research, Business Development, Customer Relationship Management, Financial Analysis, LBO modeling, Accounting Skill, Financial modeling and Photo & Video editing.

Bilingual in English and Mandarin (Native)

Holding an US. driver’s license and International driver's license

**Education**

***University of Bridgeport, Bridgeport, Connecticut***  Dec 2017 Master of Business Administration (M.B.A.) Concentration: Finance GPA: 3.5/4.0

***University of Bridgeport, Bridgeport, Connecticut***  May 2015

Bachelor of Science Major: Finance GPA: 3.5/4.0

***Anhui Science and Technology University, Anhui China***  July 2013

Bachelor of Science Major: International Economy and Trade

**Experience/Internships**

**CEO / Celebrity Assistant For Eva Jeanbart-Lorenzotti** September 2018 -Present

Vivre Inc. Middle Town, New York

* Book travel arrangements: including flights, car services, hotels and itineraries
* Schedule meetings and appointments
* Create or update documents and spreadsheets to help CEO streamline and organize her work load
* Assist in the preparation of regularly scheduled reports
* Every week, keep track of the calendar for earnings calls. This may include providing press releases, transcripts, estimates and research reports to CEO in a timely fashion
* Submit and reconcile expense reports

**Executive Assistant Part Time.** June 2018 - September 2018

Thor insurance Brokerage Inc Great Neck, New York

* Follow up in a timely and efficient manner with inbound leads
* Prospect and build relationships for sales
* Resolve Underwriting requests
* Prepare financial summaries, forecasts and analyses for management

**United Nations Reception Intern**  UN July 2018

* Greeting and directing the National ambassadors and introducing event theme
* Maintain the good order of the United Nations conference
* Translate for guest
* Ad Hoc duties and special projects as needed

**Financial Analyst Intern** May 2018-August 2018

Hyde Park Investment Services Walls St. New York

* Leveraged Portfolio Visualizer, Yahoo Stock Screener, and MorningStar to perform equity research, due diligence, and management pitches for companies with an annual revenue ranging from $3.5 to $4 billion and $35 to $40 billion financial analyses, reports, and presentations for executives, financial modeling including 3-statement LBO modeling.
* Develop and analyzing to track key business metrics such as cash flow and working capital management
* Complete different types of valuation, including DCF, trading comparison, historical comparison and data sensitivity analysis;
* Analyze Partners with business leads to increase efficiency throughout the Company and identify trends
* Record maintain detailed financial models to support both short-term and long-term strategic plans

**Accountant** May 2017- July 2017

100 Innovation & Designs Co. Ltd Shandong, China

* Using accounting principles to ensure accuracy and completeness of all financial statements
* Maintain journal entries and perform general ledger analysis
* Prepare balance sheet, profit and loss statement, payroll reconciliation and additional reports
* Reconcile all bank accounts in an accurate and timely manner

**Insurance Intern**  Jan 2015-May 2015

*Paradigm Financial Partners* Westport, Connecticut

* Create binder materials and PowerPoints for client presentations
* Organize the client information and data analysis
* Find resolutions to client's requests
* Contact with potential clients

**Insurance Assistant**  Jan 2015-Nov2015

*Paradigm Financial Partners* Westport, Connecticut

* Create binder materials and PowerPoints for client presentations
* Assistant licensed brokers in writing up insurance applications
* Organize the client information and data analysis
* Find resolutions to client's requests
* Contact with potential clients
* Sustain control of daily deal flow and general sale operation

**Volunteer Income Tax Accountant (VITA) – Tax Accountant** Nov 2014- April 2015

*University of Bridgeport, Division of Administration and Tax*  Bridgeport, Connecticut

* Prepare Federal and State tax returns for students and complete tax form

**Student Clerk**  Dec 2014- Jan 2015

*University of Bridgeport, Print & Mail Center*  Bridgeport, Connecticut

* General warehouse operations, load and unload packages, shipping and receiving, movement of material, package tracking, and transportation / distribution.

**Sales Associate**  May2013 - Aug 2013

*Yi Jian Zhong Qing* Anhui, China

* Promote various flavors, ensuring clients’ satisfaction and maintaining long-term relationship
* Manage the supply chain and collaborated with different sale departments for smooth business operation
* Calculate the revenues and net profits, and forecasted future income trends
* Train new staffs